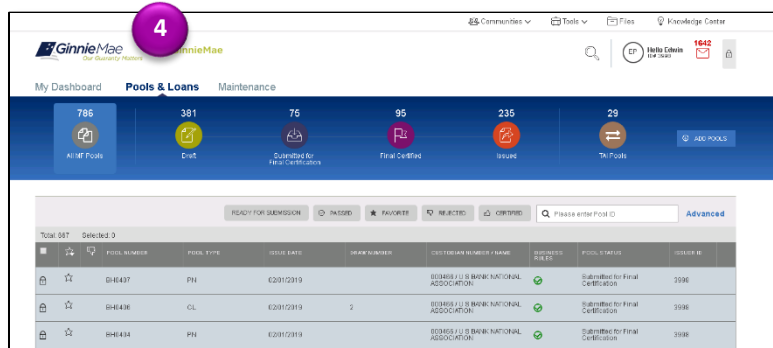


EXPORTING POOL AND LOAN DATA

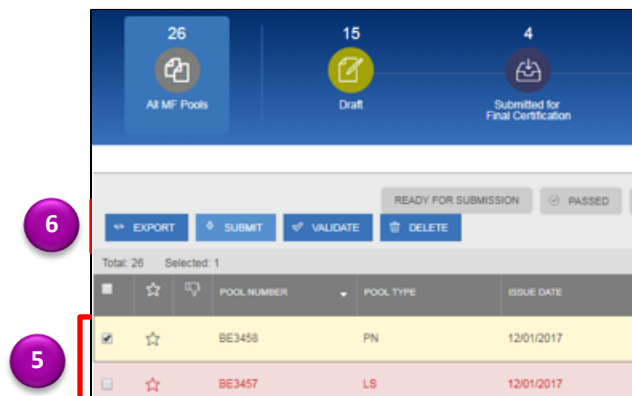
1. Navigate to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select **Login**.
3. Login with you MGM credentials.
4. Select **Pools & Loans** to access the MFPDM Applications.

The Pools & Loans Page will display.



MULTIPLE POOLS

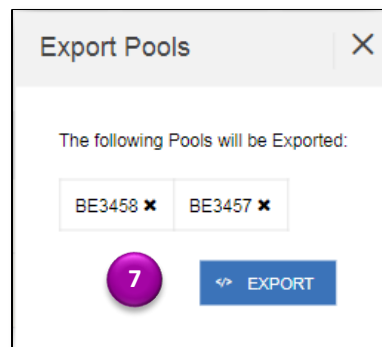
5. Select the **checkbox** on the rows of the pools to be exported.
6. Select the **Export** button.



7. Select the **Export** button in the Export Pools Pop-up that displays to confirm the action.

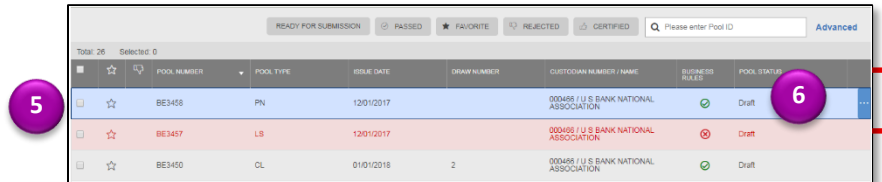
The pool and loan data will be exported in a text file (*.txt) format to the default browser download directory.

NOTE: From the Export Pools pop-up, users can select the 'X' next to a Pool, Number to exclude it from being exported.



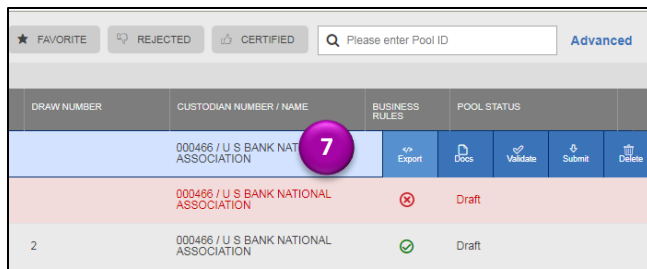
SINGLE POOL

5. Hover the cursor over the far right side of the row of the pool to be exported.
6. Select the **Ellipsis (...)** when it appears.



POOL NUMBER	POOL TYPE	ISSUE DATE	DRAW NUMBER	CUSTODIAN NUMBER / NAME	BUSINESS RULES	POOL STATUS
BE3458	PN	12/01/2017		000466 / U S BANK NATIONAL ASSOCIATION		Draft
BE3457	LB	12/01/2017		000466 / U S BANK NATIONAL ASSOCIATION		Draft
BE3450	CL	01/01/2018	2	000466 / U S BANK NATIONAL ASSOCIATION		Draft

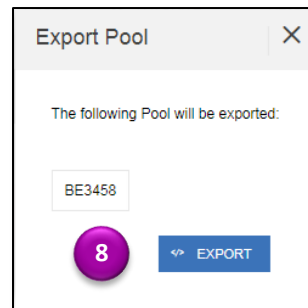
7. Select the **Export** button.



DRAW NUMBER	CUSTODIAN NUMBER / NAME	BUSINESS RULES	POOL STATUS
	000466 / U S BANK NAT ASSOCIATION	Export Docs Validate Submit Delete	
	000466 / U S BANK NATIONAL ASSOCIATION		Draft
2	000466 / U S BANK NATIONAL ASSOCIATION		Draft

8. Select the **Export** button in the Export Pools Pop-up that displays to confirm the action.

The pool and loan data will be exported in a text file (*.txt) format to the default browser download directory.



Export Pool

The following Pool will be exported:

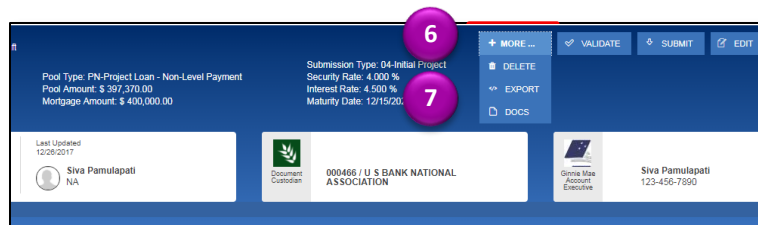
BE3458

EXPORT

EXPORT VIA POOL OR LOAN DETAILS

Pool and loan information can also be exported using the Pool Header Menu options in the Pool Details page.

5. Select a **pool number** to open the Pool Details screen.
6. Select the **More** button from the header.
7. Select the **Export** button.



Pool Type: PN-Project Loan - Non-Level Payment
 Pool Amount: \$ 207,270.00
 Mortgage Amount: \$ 400,000.00

Submission Type: 04-Initial Project
 Security Rate: 4.000 %
 Interest Rate: 4.500 %
 Maturity Date: 12/15/2020

More... Delete Export Docs Validate Submit Edit

Last Updated: 12/05/2017
 Siva Pamulapati NA

000466 / U S BANK NATIONAL ASSOCIATION

Siva Pamulapati
 123-456-7890

8. Select the **Export** button in the Export Pools Pop-up that displays to confirm the action.

The pool and loan data will be exported in a text file (*.txt) format to the default browser download directory.

NOTE: The number and selection of actions available directly from the header depends on the screen selected, Pool Status and other factors. As such, the More button may not be shown. If the button is not shown, skip to step 7.

